

**SOLICITATION FOR CONTRACT SERVICES
PARALEGAL
UNITED STATES ATTORNEY'S OFFICE
NORTHERN DISTRICT OF INDIANA
MAY 13, 2004**

1. PURPOSE: Provide paralegal services to assist in the investigation and prosecution of a document intensive criminal case for the United States Attorney's Office (USAO) Northern Indiana during the period July 6, 2004 through December 31, 2004.

2. SCOPE OF WORK:

A. Review and Analyze Documents

- (1) Review documents, classify them by source and subject matter, and enter them into a data base for inventory control purposes.
- (2) Analyze the documents to determine if they are what they purport to be and were timely prepared.
- (3) Develop and prepare cross-references to related documents and to witnesses.
- (4) Identify and describe themes evident from the documents.

B. Analyze Witness Interviews

- (1) Analyze the written summaries of witness interviews.
- (2) Categorize the interviews by subject matter and coordinate with documents.
- (3) Cross-reference witness interviews to related witness interviews.
- (4) Identify and describe themes among the witnesses.
- (5) Determine which witnesses' assertions are corroborated by documents and cross reference this corroboration.

C. Assist in Developing Prosecution Theories

- (1) Determine the underlying scheme, if any.
- (2) Tie witnesses and documents to each scheme and each portion of each scheme.
- (3) Determine the culpable parties.
- (4) Determine the victims
- (5) Develop the particular violations
 - Identify the elements of each separate violation of law.
 - Tie proof to each element by witness and by document.
- (6) Research current state of applicable 7th Circuit law.

D. Assist in Indictment Preparation and Presentation

- (1) Assist with drafting indictments.
- (2) Assist with witness preparation for indictment
- (3) Conduct witness interviews.
- (4) Prepare and coordinate documents.

E. Assist in Post Indictment Discovery

- (1) Prepare documents and recordings for defense pre-trial discovery.
- (2) Identify and analyze documents received from defense in pre-trial discovery.

F. Assist in Trial Preparation

- (1) Assist with pre-trial interviews with witnesses.
- (2) Prepare documents and exhibits for presentation at trial.
- (3) Research and draft pre-trial motions.
- (4) Draft responses to defense pre-trial motions.
- (5) Assist with development of trial theories.
- (6) Draft jury instructions

G. Assist in Trial Prosecution

- (1) Coordinate witness appearance.
- (2) Assist with document presentation.
- (3) Help prepare cross-examination.
- (4) Research and prepare trial briefs and memoranda

H. Assist in Post-trial Activities

- (1) Research issues raised in appeals and draft direct appeal matters.
- (2) Research and draft post-conviction motions.

ADMINISTRATION/ SECURITY REQUIREMENTS:

a. Place of Performance. Due to information security requirements, work with the evidence must be performed at one or both of the following locations: the United States Attorney's Office, 5400 Federal Plaza, Suite 1500, Hammond, Indiana, 46320 and the Federal Bureau of Investigation office, 1277 E. 85th Avenue, Merrillville, Indiana, 46410. Legal research and other activities not directly involving the evidence may be performed at Contractor's facility.

 b. Performance Period: July 6, 2004 through December 31, 2004.

c. Tour of duty. Due to information security requirements, work with the evidence must be performed during the core hours of Monday through Friday, from 8:00 AM to 5:00 PM. Legal research and other activities not requiring direct use of the evidence may be performed

outside of those core hours. Total hours worked will be approximately 960.

d. Government Furnished Information/Equipment: The Government will provide all work space, furnishings, equipment, supplies, and materials needed to accomplish the work with the evidence. Contractor will be responsible for providing work space, furnishings, equipment, supplies and materials needed to accomplish any work performed at Contractor's facility.

e. Assignment of work. Work assignments will be made by the Contracting Officer's Technical Representative (COTR).

f. Means and Methods: Contractor shall have the sole authority to determine the means and methods by which the work assignments are performed.

g. Inspection/Acceptance: Work product shall be inspected and accepted by the COTR. Contractor will be responsible for the results meeting stated objectives.

h. Exclusive Services: While providing contract paralegal services to the United States Attorney's Office, Contractor shall not provide services of any kind to or work for any other organization or individual due to the sensitive nature of the criminal investigations on which Contractor will be working.

i. Compensation. Contractor will be compensated an hourly rate for work performed under this Contract. Contractor will be solely responsible for Federal, state, and local taxes, including social security deposits. No fringe benefits will be paid to or made available to Contractor, including life and health insurance, retirement pension, holiday pay or workmen's compensation insurance.

j. Dress. Contractor will dress in a professional, business-like manner, appropriate to a law office when performing work at the United States Attorney's Office and at the Federal Bureau of Investigation office.

k. Residency Requirement. Contractor shall meet the Department of Justice Residency Requirement, which states that, for three of the five years immediately prior to applying for a position, the individual must have : (1) resided in the United States; (2) worked for the United States overseas in a Federal or military capacity; or (3) be a dependent of a Federal or military employee serving overseas. Additionally, a Contractor employee who is not a U.S. citizen must be from a country allied with the United States. The Allied Countries List is available at <http://www.opm.gov/employ/html/Citizen.htm>.

l. Background Investigation. Contractor must successfully complete a pre-employment background investigation which includes a personal interview, a National Agency Check with Inquiries (NACI), which includes name and fingerprint checks, credit search, written inquiries, and record searches covering specific areas for the past five years, and a drug test. The NACI will be conducted and paid for by the government. The following forms on the proposed Contractor employee must be completed and submitted to the COTR within ten (10) working days of the

effective date of this agreement:

- (1) SF-85P Questionnaire for Public Trust Positions
- (2) SF-85PS Supplemental Questionnaire for Selected Positions
- (3) DOJ 555 Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act.
- (4) FD 258 Fingerprint Cards (two)

In addition, the USAO will vouch for the Contractor by obtaining references from current and past employers. The background clearance process will take approximately six (6) weeks.

m. Points of Contact:

Contracting Officer's Technical Representative: The COTR will be Bernard Van Wormer, Assistant United States Attorney, USAO.

Contracting Officer: The CO will be Nancy Guenther, Administrative Services Specialist, USAO.

EVALUATION CRITERIA: Quotes will be evaluated on the criteria listed below:

- a. Related experience
- b. Qualifications
- c. References

CONTRACT AWARD AND DURATION: Award and duration of the contract are subject to the availability of funding.

DUNS NUMBER AND CENTRAL CONTRACTOR REGISTRATION

Contractor is required to provide their Data Universal Numbering System (DUNS) number assigned by Dun and Bradstreet to identify business entities. If you do not have a number, one may be obtained by calling Dun and Bradstreet at 1-800-333-0505 or via the Internet at <http://www.dnb.com/us/>

In addition Federal Acquisition Regulation (FAR) clause number 52.204-XX requires that all contractors be registered in the Central Contractor Registration (CCR) database prior to conducting business with the Government. Registration can be made via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423. You will need your DUNS number to register.

QUOTES: Quote an hourly rate. Submit resume and three references, including addresses and phone numbers, with quote.

ALL QUOTES ARE DUE BY 4:30 PM May 24, 2004. SUBMIT QUOTE, RESUME, AND REFERENCES TO:

Nancy Guenther
Administrative Services Specialist
United States Attorney's Office
Northern District of Indiana
5400 Federal Plaza, Suite 1500
Hammond, IN 46320

For questions, contact Ms. Guenther at (219) 937-5604.

